

DEPARTMENT OF PUBLIC WORKS

DIVISION OF CIVIL ENGINEERING

INVITATION TO BID

GREATER DAYTON RECREATION CENTER PARKING LOT EXPANSION
(10% MBE AND 15% HUD SECTION 3 PARTICIPATION GOAL)
(FEDERAL CDBG FUNDS)

Bids will be received by the Director, Department of Public Works, City of Dayton, Ohio until 12:00 o'clock NOON, Dayton time, **THURSDAY, AUGUST 2, 2018** for the following improvement in accord with the bid forms, plans, and specifications therefore on file in the office of the City Engineer. Bids must be deposited in the Bid Box located in the Fifth Floor reception area. The Bid Opening will be held in the City Commission Chambers.

A pre-bid conference will be held at 11:00 o'clock a.m., Dayton time, **TUESDAY, JULY 24, 2018** in the City Commission Chambers, located on the Second Floor of the City Hall, 101 West Third Street, Dayton, Ohio. MBE and HUD Section 3 (HUD) subcontract bidders on this project must be certified with the City of Dayton Human Relations Council as such. The purpose of the pre-bid conference is to explain Section 35.14, 35.15 and 35.16 of the City of Dayton's Revised Code of General Ordinances (R.C.G.O.) regarding Equal Employment Opportunity and various rules and regulations of the Human Relations Council regarding the utilization of Minority (MBE) Business Enterprise(s) and HUD Section 3 (HUD) Business Enterprise(s).

The City of Dayton encourages all bidders to review the list of MBE and HUD Section 3 certified companies in our Procurement Enhancement Program at <http://daytonhrc.org/business-technical-assistance/certification/> (click the "PEP Certification List" link under Procurement Enhancement Program for MBE; click the "Certification List" link under the heading "HUD Section 3"). This Project is being bid with a **10% MBE and 15% HUD Section 3** participation goal. A company must be certified as **MBE for the MBE goal and HUD for the HUD goal** at the time of the bid opening and must be pre-qualified to perform the proposed subcontracted work. You are advised to obtain a copy of the company's certification letter and to review the Certification List. The participation must be submitted with your bid form on the **MBE Participation form for the MBE goal and the HUD Participation form for the HUD goal** provided by the City of Dayton Human Relations Council. Participation Forms must be completely filled out in accordance with the instructions listed on the forms. Any total or partial Request for Waiver of the **MBE or HUD** goal must be submitted on the **enclosed Waiver Request Forms**.

CHANGES TO THE BID EVALUATION PROCESS

NOTE: Participation will be evaluated based on the base bid plus the selected alternates. Whenever possible, participation goals for alternates will be provided with the Invitation to Bid. In the event that alternates have not been identified in the Invitation to Bid, bidders will be responsible for submitting participation for alternates during the participation verification process completed by the Human Relations Council after the bid opening. Contractors will be notified of the participation goals for alternates and the deadline for submitting participation on alternates within one business day of the bid opening. THIS ONLY APPLIES TO ALTERNATES. BIDDERS MUST SUBMIT PARTICIPATION ON THE BASE BID BY THE BID SUBMISSION DEADLINE. If you have questions regarding the changes to the bid process, please contact Andrew Chow at (937) 333-1439.

A bidder must **submit a separate form for each goal** for which you are requesting a waiver. A bidder requesting a total or partial waiver of the **HUD3** Participation Goal must maintain supporting documentation and will be required to provide such documentation within two days of its request. The bidder must provide a written explanation of the greatest extent feasible effort for all activities listed on the waiver form at the time the bid is submitted. If no explanation is provided, the waiver form will not be accepted. The City of Dayton Human Relations Council (HRC) shall review and evaluate the

bidder’s efforts to meet and comply with the project participation goal. A bidder will be granted a waiver for the **HUD3 goal based on your greatest extent feasible efforts**; and only where the HRC determines that the bidder has completed all items in the following list of activities. In determining whether a bidder has made greatest extent feasible efforts, the Executive Director of the Council, or his/her designee, may take into account the performance of other bidders in meeting the contract. For example, when the apparent successful lowest and best bidder fails to meet the contract goal, but others meet it, the Executive Director of the Council, or his/her designee, may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. **The waiver request form must be submitted with your bid if you are requesting a waiver of any goal.**

Check if completed	Activity Description
	Solicited the interest of all certified HUD3 firms having the capability to perform the work of the contract. The bidder must solicit this interest at least ten (10) business days before bid submittal deadline in order to allow the HUD3 firms sufficient time to respond to the solicitation. Electronic communication will not be deemed as sufficient greatest extent feasible effort, if it is the sole method of communication used.
	Divided contract work items into economically feasible units to facilitate HUD3 participation, even when the bidder might otherwise prefer to perform these work items with its own forces.
	Negotiated with HUD3 subcontractors, and has taken the subcontractors’ price and capabilities, as well as the contract goals, into consideration. Rejected HUD3 firms as being unqualified only with reasons based on a diligent investigation of their capabilities. The bidder’s standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the bidder’s efforts to meet the project goal.
	Provided interested HUD3 firms with plans and specifications at no cost, or directed firms to the Minority Business Assistance Center (MBAC) for information about the plans, specifications, and requirements of the contract at least ten (10) business days of the bid submittal deadline in order to assist them in responding to a solicitation.
	Sought the assistance of the Minority Business Assistance Center (MBAC) or used the services of community organizations, contractors’ groups, local, state or federal business assistance offices, or similar organizations to find subcontractors certified as HUD3 . Contacting HRC for the certified list will not be deemed as sufficient greatest extent feasible efforts.
Bidding Company Name:	

Description of Improvement

The City of Dayton, Department of Recreation and Youth Services is seeking proposals from highly experienced and professional firms to perform construction services for the GDRC parking lot at the Greater Dayton Recreation Center 2021 West Third Street, Dayton, Ohio 45417. The project includes site preparation, storm sewer, catch basin, sidewalk installations, lighting, landscaping and other installations as required in scope.

Location

GREATER DAYTON RECREATION CENTER PARKING LOT EXPANSION (10% MBE AND 15% HUD SECTION 3 PARTICIPATION GOAL) (FEDERAL CDBG FUNDS)

Completion Date

December 31, 2018

**CHARGE FOR PLANS: \$15.00
IF MAILED, TOTAL CHARGE FOR PLANS
AND MAILING FEE: \$20.00
(NON REFUNDABLE)**